



## School of Information Management

# INFO 538

Trimesters 1, 2 & 3 2005

## COURSE OUTLINE

### Contact Details

Trimester 1

Rachel Lilburn, Room EA 229

Email: [rachel.Lilburn@vuw.ac.nz](mailto:rachel.Lilburn@vuw.ac.nz)

Phone: (04) 4635528

Office hours by appointment

Trimester 2 and 3

Philip Calvert, EA 219

Email: [philip.calvert@vuw.ac.nz](mailto:philip.calvert@vuw.ac.nz)

Phone: (04) 4636629

Office hours, Tuesdays 3-5 pm

### Class Times and Room Numbers

There are no set class times or practice tutorials or seminars for students in which students are required to participate. All information will be provided in document form.

### Course Objectives

By the end of the INFO 538 course, the student should be able to:

1. Demonstrate enhanced personal, technical, and professional skills and knowledge.
2. Demonstrate knowledge of the information professions and the workplace where these operate.
3. Show enhanced understanding of the relationship between theory and practice.

The objectives of the Practicum will be established and evaluated through a student plan of learning that is agreed to by the academic supervisor and the hosting mentor.

### Course Content

Not applicable.

## **Readings**

Students will be expected to construct a reading list appropriate their needs, after consultation with the academic supervisor.

## **Materials and Equipment**

The student is responsible for expenses involved in transport, dress, equipment, accommodation, etc. during the Practicum.

## **Assessment Requirements**

- A Journal and Portfolio (35%) – due in instalments
- A Practicum Project Report (65%) – due at the end of the trimester

All work is due in at the end of the trimester.

## **Penalties**

Work handed in after the due date incurs a penalty of 10%. Work handed in more than one week after the due date will not be marked and will be given zero.

## **Responsibilities for Practicum Arrangements**

Establishment of the placement is to be arranged and approved by the academic supervisor. Responsibility for onsite supervision lies with the mentor employed by the host organisation. The academic supervisor will conduct assessment, with some informal input from the mentor. The academic supervisor will brief the onsite supervisor.

The mentor will:

- assist the student develop the topic for a Practicum project;
- provide all suitable support and information for the student's Practicum project;
- act as a facilitator, teacher, observer, evaluator, and role model;
- provide the student with tasks suitable for an emerging information professional;
- teach and supervise the student in performing any unfamiliar task;
- seek out additional learning experiences for the student as opportunities arise;
- provide constructive feedback to the student on performance throughout the Practicum;
- introduce the student to other staff members, helping the student to understand the structure and mission of the organisation;
- raise problems or potential problems with the academic supervisor;
- informally assist with evaluation of the student's performance in the Practicum.

## **Mandatory Course Requirements**

Students on the Practicum will be required to attend the workplace for a number of hours agreed in advance with the host organisation.

The Practicum will be assessed with a graded result (A+ - E)

**Communication of Additional Information**

There will be a Blackboard site for INFO 538. Other contact will be maintained by telephone and email.

## **Please include the following sections unchanged in all course outlines**

### **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

### **Student Conduct and Staff Conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: [www.vuw.ac.nz/policy/StudentConduct](http://www.vuw.ac.nz/policy/StudentConduct).

The policy on Staff Conduct can be found on the VUW website at: [www.vuw.ac.nz/policy/StaffConduct](http://www.vuw.ac.nz/policy/StaffConduct).

### **Academic Grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

[www.vuw.ac.nz/policy/AcademicGrievances](http://www.vuw.ac.nz/policy/AcademicGrievances).

### **Plagiarism**

Victoria University defines plagiarism as the copying of ideas, organisation, wording or anything else from another source without appropriate reference or acknowledgement so that it appears to be one's own work. This includes published and unpublished work, the Internet and the work of other students and staff. Plagiarism is an example of misconduct in the Statute of Student Conduct. Students who have plagiarised are subject to a range of penalties under the Statute. See the website: [www.vuw.ac.nz/policy/StudentConduct](http://www.vuw.ac.nz/policy/StudentConduct).

### **Students with Disabilities**

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz). The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

### **Student Support**

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at [www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz).

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz).